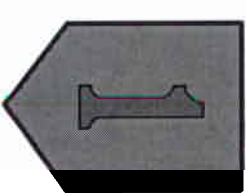




ENLISTED PERSONNEL MANAGEMENT ELECTRONIC SOP



Curtailment of Overseas Tour

Eligibility Criteria:

- Must submit request NLT 60 days prior to DEROS (May request an exception to policy)
- Reasons must be for extreme hardship or pregnancy (voluntary only). Reasons to justify must meet 1 of the criteria listed in AR 614-30, Chapter 5.
- For Involuntary Reasons, see AR 614-30, Chapter 5

Documentation Required:

- DA Form 4187
- Memorandum of recommendation by BDE/Sep BN Cdr or DA Form 4187-1-R
- Enlisted Records Brief (ERB), not more than 60 days old
- Supporting documentation (as outlined in AR 614-30)

Approval Authority:

1st PERSCOM/HQDA if on Assignment Instructions (AI)

Disapproval Authority:

Delegated to G-1, Enlisted Personnel Management, 1ID by MACOM Commander

PERSONNEL ACTION

For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 5, Section 3012; Title 10, USC, E.O. 9397.

PRINCIPAL PURPOSE: Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).

ROUTINE USES: To initiate the processing of a personnel action being requested by the soldier.

DISCLOSURE: Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.

1. THRU (Include ZIP Code) Commander Battalion Address	2. TO (Include ZIP Code) Commander 1st Infantry Division ATTN: AETV-BGA-EPM APO AE 09036	3. FROM (Include ZIP Code) Commander Unit Address
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SECTION I - PERSONAL IDENTIFICATION

4. NAME (Last, First, MI) ANY, SOLDIER	5. GRADE OR RANK/PMOS/AOC E-5/75H	6. SOCIAL SECURITY NUMBER 000-11-2222
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SECTION II - DUTY STATUS CHANGE (AR 600-8-6)

7. The above soldier's duty status is changed from _____ to _____

_____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: (Check as appropriate)

Service School (Enl only)	Special Forces Training/Assignment	Identification Card
ROTC or Reserve Component Duty	On-the-Job Training (Enl only)	Identification Tag
Volunteering For Overseas Service	Retesting in Army Personnel Tests	Separate Rations
Ranger Training	Reassignment Married Army Couples	Leave - Excess/Advance/Outside CONUS
Reassignment Extreme Family Problems	Reclassification	Change of Name/SSN/DOB
Exchange Reassignment (Enl only)	Officer Candidate School	Other (Specify)
Airborne Training	Asgmt of Pers with Exceptional Family Members	<input checked="" type="checkbox"/> Request Voluntary Curtailment

9. SIGNATURE OF SOLDIER (When required)	10. DATE (YYYYMMDD)
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SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)

1. IAW AR 614-30, Chapter 5, request a Curtailment of Overseas Tour.

REASON:

2. I understand that I must submit my request for a Curtailment of my Overseas Tour through command channels to approval authority no later than 45 days prior to requested departure date. If I fail to do so my action is subject to being returned without action based on the lack of processing time. I further understand that I must exhaust all other means of resolving my problem prior to requesting a curtailment. Curtailments will be approved on a case-by-case basis only. I have reviewed AR 614-30 and verify that my action is a hardship and is referenced in Chapter 5 para ____.

3 Encl(s)

- Memorandum of recommendation by BDE/Sep BN Cdr or DA Form 4187-1-R
- Enlisted Records Brief (ERB), not more than 60 days old
- Supporting documentation (as outlined in AR 614-30)

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE Commander's Full Name, Rank, Commanding	13. SIGNATURE	14. DATE (YYYYMMDD)
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